



City of Des Moines, Washington

JOB DESCRIPTION



ASSISTANT BUILDING OFFICIAL

Regular, Full-time

Salary Grade: E-28

FLSA Status: Exempt

Union Status: Non-represented

EEO Category: Technician

Nature of Work

This is highly responsible, complex technical and supervisory work assisting the Building Official in overseeing the administration and enforcement of the National Electrical Code, the Washington Cities Electrical Code, ordinances, and accepted standards relating to electrical systems and equipment installation in commercial and residential buildings. Supervises, mentors and guides assigned staff. Acts as the Building Official in his/her absence. Under the general direction of the Building Official, performs advanced inspections and plan reviews for the most complex commercial and residential projects requiring extensive knowledge and experience. Performs all aspects of building, mechanical, plumbing, and electrical inspections for residential and commercial sites as well as those of commercial mechanical, plumbing, and electrical plan reviews. Oversees and coordinates construction inspection activities to ensure conformance with applicable codes, ordinances, and laws in effect and to train, coordinate, support, and supervise assigned building inspectors. Oversees maintenance of technical standards with regard to adherence to established codes and regulations, quality of materials and workmanship, and safety precautions throughout the City. Interprets and recommends applicable code and ordinance revisions. Provides technical support and information to inspectors, electrical contractors, builders, engineers and citizens; acts as liaison to electric utility companies, fire department and the public; inspects new electrical systems and upgrades of existing electrical systems, and performs departmental administrative duties and referred tasks.

Essential Functions

- Acts as the Building Official in his/her absence; assists in planning and organizing work of the offices; reviews division priorities with the Building Official; assists in preparing and administering the division budget.
- Trains and evaluates the performance of assigned staff; recommends transfers, reassignment and disciplinary actions; assigns employee duties and reviews work to assure accuracy, completeness and compliance with established standards, requirements and procedures; develops and implements training functions as directed; interviews and selects potential candidates for inspection and support staff positions within the Division.
- Works as a member of numerous multi-function teams composed of staff from the department, as well as staff from other departments, involved in the development process. Helps guide projects from concept review to final construction inspection. Confers and coordinates with plan review engineers, permit technicians, planning personnel, and others, as appropriate, to assure compliance with permit requirements and construction related mitigation measures.

- Performs on-site inspections of residential and commercial electrical, mechanical, plumbing, and building construction for compliance with approved plans, specifications and applicable local, state, and national codes, regulations and standards governing construction, alteration, and repair of buildings. Reviews complex plans and specifications in preparation for conducting inspection.
- Attends meetings in the absence of the Building Official.
- Provides support for Emergency Operations Center during disaster response.
- Serves as liaison between the Fire Department and the Building Division for coordination of the Emergency Response Team during disaster response. Organizes and supervises designated Deputy Building Inspectors in damage assessment.
- Receives and reviews plans and specifications to determine code compliance resulting in issuance of permits to construct, alter, repair, move, demolish or replace electrical systems; assists in control, receipt and movement of submitted plans and specifications through the plan review section and outside agencies; verifies that plans and drawings are drawn to scale with sufficient clarity and detail to indicate nature and character of work to determine conformance to technical code requirements concerning main power feed, electrical wiring distributions, transformer size, proper safeguards, sufficient quantity of lighting, minimum number of outlets, proper placement and components; verifies mathematical calculations; interprets codes, ordinances, National Electrical Code (NEC) and regulations using sound professional judgment, noting instances of noncompliance on plans and correction sheets and suggesting modifications to bring plans into compliance; submits reports detailing items of noncompliance to builder for correction; prepares plan review letters and schedules follow-up reviews; approves and signs plans meeting code requirements; proposes and implements studies to improve or update electrical codes.
- Investigates complaints to determine existence of illegal or hazardous conditions in new or existing structures; informs property owners and contractors of violations and unacceptable layouts, materials, and equipment; issues red tags, correction notices, stop work orders and citations as appropriate when construction does not conform to code or approved plans; explains code and design requirements and restrictions, and construction corrections necessary for compliance; assures construction is being performed by licensed contractors under City issued permits.
- Assists and advises the public in matters related to code requirements. Assists contractors, architects, engineers, building owners or tenants, and City staff from other divisions and departments with code or inspection-related questions or problems. Meets and/or corresponds with contractors, engineers, public utilities, and architects to ensure code application is clear, all pre-construction problems are corrected, and ensures project coordination. Prepares and maintains all necessary paperwork and case reports.
- Monitors and maintains Inspection Staff safety plan.
- Develops and administers Electrical Code procedures, policies, and procedures.
- Attends pre-application meetings on behalf of the Building Division.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Extensive knowledge of National Electrical Code (NEC), Washington Cities Electrical Code, International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), state and local construction codes.
- Extensive knowledge of field inspection methods, procedures, and techniques; construction procedures and methods; plan review procedures, report preparation and records maintenance procedures, oral and written communication skills, technical knowledge of specific systems to be inspected.
- Knowledge of interpersonal skills employing tact, patience, and courtesy.
- Knowledge of health and safety regulations.
- Ability to provide effective supervision of staff, including work assignment and organization, performance standards and evaluation, training, coaching, and motivating, and making recommendations for hiring and disciplinary decisions and actions.
- Ability to operate computer equipment to maintain inspection records, generate notices and other written materials.
- Ability to perform field inspections of facilities under construction or alteration.
- Ability to verify compliance with assigned building codes and City ordinances.
- Ability to work and communicate effectively with the public, contractors, developers and co-workers.
- Ability to resolve conflicts in a positive manner.
- Ability to read and interpret codes and plans.
- Ability to work independently with little direct supervision.
- Ability to organize and maintain accurate records.
- Ability to prepare clear and concise correspondence and written materials.
- Ability to walk, stand, and climb for extended periods.
- Ability to lift, stoop, and carry objects properly.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to observe legal and defensive driving practices.
- Ability to relate to other people beyond giving and receiving instructions

Education and Experience Requirements

- Two years of college level work in electrical engineering or related field;
- Eight years' practical electrical experience in electrical installation work;
- Two years' experience in general building construction; and
- Seven years as an inspector or plans examiner for a public or private agency handling complicated large commercial and mixed use construction projects.
- Experience as a journeyman electrician may be substituted for the education requirement on a year-for-year basis.
- Experience as a building inspector or plans examiner in a public agency may be substituted for experience in general building construction experience on a year-for-year basis.
- ICC certification may be substituted for the education at the rate of two certifications per year of education.

Special Requirements

- Possess ICC Certification as a Building Official.

- Incumbents must possess a valid ICC certification as a Combination Building Inspector (electrical, building, mechanical, and plumbing).
- Maintain a Master Electrician license through Washington State Labor and Industries.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery.
- Physical Abilities: Climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally lifting objects up to 50 pounds.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated and title changed from Assistant Building Official/Lead Combination Electrical/Building Inspector/Plans Examiner to Assistant Building Inspector 2018.